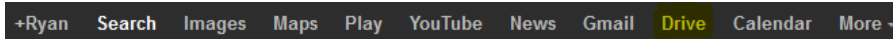


How to Create a Google Form

1. Before beginning, you must first have a Google account or be signed into your Google account.
 - a. To create a Google account click "[Sign Up](#)".
2. After signing in click "Drive" at the top of the Google homepage.



3. After getting into your drive, it is time to create the Form.
 - a. To create the Form click "Create" at the left hand side of the screen. A drop down menu will appear. Click "Form".

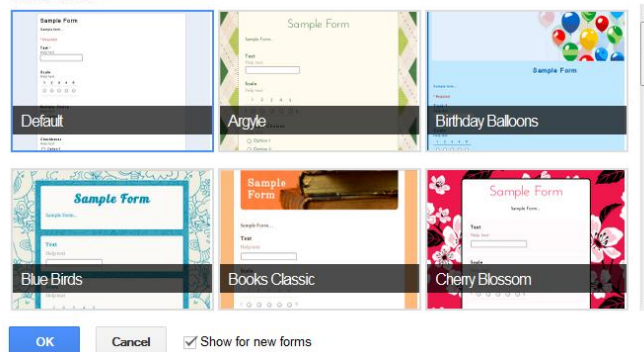


4. You will be brought to a new screen where you will name the Form and choose the theme.

Choose title and theme

Title:

Theme: Default



After you have chosen the title and theme click "OK".

5. A new page will appear with the title and description at the top of the page. If you wish to add a description with instruction type in the box labeled "Form Description".

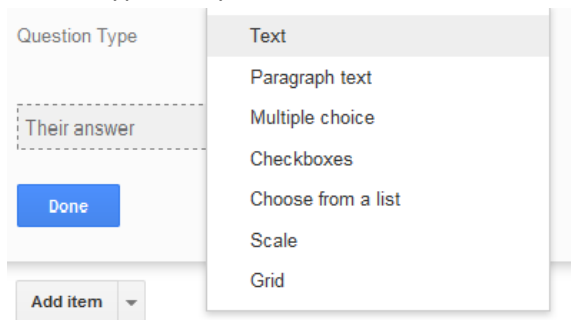
Sample Form

Form Description

6. Now you can create your questions. Just type the question in the box labeled "Question Title" and type any help text (if desired) in the box labeled "Help Text".

Question Title	<input data-bbox="540 1738 1328 1787" type="text" value="How was your experience today?"/>
Help Text	<input data-bbox="540 1801 1328 1850" type="text" value="Please give a brief description telling us how you feel about today's worksh"/>

7. Choose the question type. Click on the box to the right of “Question Type”. A drop down menu will appear. There are multiple options for you to choose from. Select the one that best fits the answer type that you want.



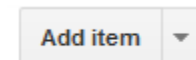
The screenshot shows a form builder interface. On the left, there is a 'Question Type' label above a dashed box containing the text 'Their answer'. Below this is a blue 'Done' button. To the right of the 'Question Type' label is a dropdown menu that is open, displaying a list of question types: 'Text', 'Paragraph text', 'Multiple choice', 'Checkboxes', 'Choose from a list', 'Scale', and 'Grid'. Below the 'Done' button is a grey 'Add item' button with a downward arrow.

8. Now that the question is completed, you can make the question required by checking the box in front of “Required Question” (if desired) and click “Done”.



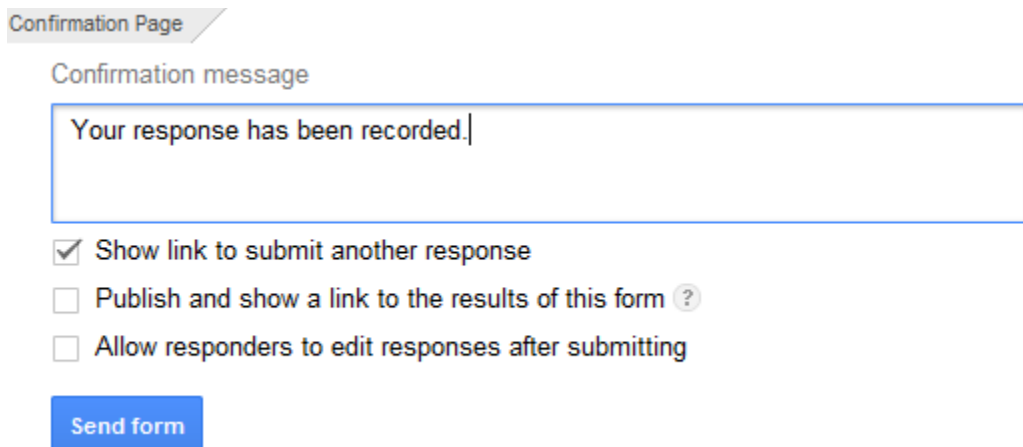
The screenshot shows a blue 'Done' button on the left. To its right is a checked checkbox followed by the text 'Required question'.

9. To add another question click “Add Item” and repeat steps 6 and 7.



The screenshot shows a grey 'Add item' button with a downward arrow.

10. After all questions have been inserted, it is now time to publish the form. At the bottom of the page you can choose what the conformation page will say. The confirmation page is the page that the respondent will see after submitting the survey, quiz, etc.



The screenshot shows the 'Confirmation Page' settings. At the top, there is a grey header with the text 'Confirmation Page'. Below it is the label 'Confirmation message'. Underneath is a text input field containing the text 'Your response has been recorded.'. Below the input field are three checkboxes: the first is checked and labeled 'Show link to submit another response'; the second is unchecked and labeled 'Publish and show a link to the results of this form' with a question mark icon; the third is unchecked and labeled 'Allow responders to edit responses after submitting'. At the bottom is a blue 'Send form' button.

You can choose what you want the respondent to have access to. When you are finished click “Send Form”.

11. There are three ways to get the Form out to the respondents. You can either send them the link, share on social media, or email the link.

Send form



Link to share

<https://docs.google.com/forms/d/1FltgeWWLIho>

Embed

Share link via:



☒ Send form via email:

+ Enter names, email addresses, or groups...

Looking to invite other editors to this form? [Add collaborators.](#)

Done

The easiest way to get the form out would be to copy the link in the box under “Link to share”. After you have copied the link click “Done”. The box will close and take you back to the Form editor. You can now exit the page.

12. To view the responses go to your [Google drive](#) and click on the form that you created. This will open a spread sheet with all responses in real time.